

**Kellogg Community College**  
**Syllabus COMM 101- Foundations of Interpersonal Communication, EAC, Spring 2010**  
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**Office: By Appointment – Please Contact (email is best).**

**DESCRIPTION OF COURSE:** The course focuses on providing the student with an experience in human communication with emphasis placed on becoming an effective communicator in a variety of face-to-face situations.

**LENGTH:** One semester, 48 hours of instruction, 3 credit hours

**TEXT:** **Understanding Human Communication**, by Ronald Adler and George Rodman; 2009; Ninth Edition; Oxford University Press. This text offers information that is in addition to, not in place of class discussion. **Tests are directly from the text, classroom activities and lecture.**

**HOW TO BE SUCCESSFUL IN THIS CLASS:**

**Attend all sessions.** Most assignments and exercises done in class are graded and absences will hurt your grade. You will miss points each class period that you don't attend. A total of 70 points is for attendance and you will receive the amount of points based upon the percentage that you attend class. If you arrive late you will receive points for attendance, but not the entire amount of points. It will depend upon what percentage of the time you are in the classroom. Repeated tardiness will be seriously addressed, because tardiness disrupts the class and the instruction.

When repeated absence reaches levels where successful completion is jeopardized, an Excessive Absence Report will be sent to the counseling staff. An attempt will then be made to contact the student to resolve any problems. Continued absenteeism may lead to administrative action. You do not automatically receive an incomplete. An incomplete is something that you receive only if you've completed 80% of the course AND have the instructor's approval. Additionally, this instructor will not sign for audit status after two weeks of the class has passed.

**Turn Assignments in on Time:** Late work will not be accepted for credit unless you have unusual circumstances and have contacted me personally prior to the assignment due date.

**Participate in Class:** There is a participation grade in this course. It is graded on how you communicate positively with other student's one on one, in dyads, and small groups and when making a contribution to the classroom discussions. This is also based on how you communicate with the instructor. Obviously if you aren't in class the entire time you would not be able to communicate so that could also affect this grade. Remember, you can have a different opinion or idea, but you need to communicate it positively. Any side conversations during the class is disruptive to other students, the instructor and the educational process, so any participation that interrupts the classroom teaching strategies or classroom environment will be dealt with in accordance with KCC's policies and procedures stated in the Student Handbook.

**Communicate Positively:** This is a communication course. Your language and attitude expressed in the class needs to be positive. We can all share our beliefs and feelings, but keeping

in mind to do this respectfully with other students, and the instructor. This is taken into consideration when compiling your “participation” grade.

**COURSE OBJECTIVES:**

1. Develop and expand basic communication skills.
2. Develop and expand understanding of interpersonal communication.
3. List and comprehend spoken messages in a variety of communication situations.
4. Express ideas verbally in a coherent organized and reflective manner.
5. Demonstrate computer literacy in the retrieval, processing, and delivery of information.

**GRADING:**

Participation (up to 10 pts / class)	140
Communication Activities	80
Attendance (5 pts / class)	70
Film Paper	75
Final Presentation	125
And Final Outline	100
14 Ch Quizzes	
(10 points each)	140
14 Ch Questions	
(10 points each)	140
Final Paper	100
Presentation Feedback Forms	30
<b>TOTAL POINTS:</b>	<b>1000</b>

**GRADING SCALE:**

100 - 94 = A	84 - 86 = B	74 - 76 = C	64 - 66 = D
93 - 90 = A-	80 - 83 = B-	70 - 73 = C-	60 - 63 = D-
87-89 = B+	77 - 79 = C+	67 - 69 = D+	0 - 59 = F

**ASSIGNMENTS:** All assignments (chapter questions, film paper, presentation outline, final paper, etc) must be typed and all directions followed regarding proper formatting for each assignment. You must use 12-point font when typing a project. Hand written assignments may be accepted for in class group work only.

**EMAIL ACCOUNT:** All students must have a KCC email address and it is the responsibility of the student to check their email daily for any class information.

**DISCLAIMER:** Information contained in this syllabus was, to the best knowledge of the instructor, considered to be correct and complete when distributed at the beginning of the semester. However, this syllabus should not be considered a contract between Kellogg Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of Kellogg Community College, to make changes in the course content or instructional techniques without notice or obligation.

**KELLOGG COMMUNITY COLLEGE ACADEMIC INTEGRITY STATEMENT:**

This is in the KCC Student Handbook. If it is suspected that you are cheating, fabricating, facilitating academic dishonesty, or plagiarizing, there will be serious consequences and the college policy will be followed.

**WITHDRAWAL DATE FOR REFUND AND FOR GRADE OF W**

It is the responsibility of the student to know the date by which he or she may obtain a refund of tuition and the date by which withdrawing from the course can result in a grade of “W”. The general formula is: Refund of tuition – first one tenth of class days. Grade of “W” - Prior to seven eighths of the duration of the class. See pages 16 and 31 of the catalog and pages 49 and 52 of the student handbook. Specific dates are available from the Customer Service Center.

**KELLOGG COMMUNITY COLLEGE AMERICANS WITH DISABILITY ACT AND SECTION 504 STATEMENT:** KCC does not discriminate in the admissions or treatment of students on the basis of disability. KCC is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

**GRADING RUBRIC FOR BASIC SPEECHES/PAPERS**  
**(in addition to meeting the assignment)**

**A-/A+ Range (Strong)**

1. Strong introduction and conclusion.
2. Information pertaining to a single topic that meets the criteria.
3. Information presented in a logical order
4. Connected and related ideas/main points
5. Many supporting details providing thorough explanations.
6. Good use of descriptive language.
7. Effective and varied words.
8. Correct verb tense.
9. Clear references from pronouns to nouns
10. Strong eye contact.
11. Strong gestures.
12. Confident body movement.
13. Animated delivery.
14. Limited/no use of notes.
15. Professional use of visual/audio aids.
16. Full use of source citations.
17. Met time element.

**B/C Range (Developing)**

1. An introduction and conclusion.
2. Information pertaining mainly to a single topic.
3. Some attempts to present information in a logical order.
4. Attempts to connect ideas/main points.
5. Some supporting details providing explanations.
6. Some use of descriptive language.
7. Some attempts to vary words.

8. Mostly correct verb tense.
9. Agreement between subjects and verbs most of the time (errors do not obscure meaning)
10. Mostly clear references from pronouns to nouns (errors do not obscure meaning)
11. Some eye contact.
12. Some gestures.
13. Attempts at body movement.
14. Attempt at animated delivery.
15. Attempted use of visual/audio aids (when needed)
16. Limited use of notes.
17. Attempt at source citations when necessary.
18. Close to time element.

#### **D/F Range (Limited)**

1. No introduction or conclusion.
2. Information pertaining to more than one main topic.
3. Information presented in a random order.
4. Inadequate, missing, or indiscernible connections.
5. Inadequate or no detail to explain meaning.
6. Limited or no use of descriptive language.
7. Repeated words, mechanical use of word and phrases.
8. Frequent incorrect verb tenses.
9. Minimum agreement between subjects and verbs (errors interference with meaning)
10. Unclear pronoun references.
11. Infrequent/no eye contact.
12. Infrequent/no gestures.
13. Mechanical or unanimated delivery
14. Poor use of visual/audio aids (when needed)
15. Too many notes/reading.
16. No source citations when necessary
17. Did not meet time element.

#### **Outlines: (See Outline/Speech Checklist – Presented to student in class)**

1. Must be typed using Times Roman 12-point font.
2. Graded on content, format, and spelling errors.
3. Instructor needs one copy of outline prior to speaking.

#### **Speeches: (See Presentation Grade Sheet – Presented to student in class)**

1. Graded on content.
2. Graded on delivery style.

**\*\*\* Speeches must be presented on date required for full credit. If late you will lose one full grade unless prior approval was given.**

**Course Schedule (K. Andrews-Bingham)**  
**Com 101 Foundations of Interpersonal Communication – EAC**  
**Mondays 6:00 - 9:15 p.m.**

**Date                      Activity**

**TEXT PART ONE – Elements of Communication**

Jan. 25      **Class Topic:** Course overview / introductions, Ch 1 (Human Communication: What and Why)

**Work In Class:**

- Group - Ch 1 question / quiz

**Assignment for Next Week:**

- Read Ch 1, 2 & 3
- Complete Ch 2 & 3 questions

Feb. 1      **Class Topic:** Ch 2 & 3 (Perception, the Self and Communication / Language)

**Due:** Ch 2 & 3 questions

**Work In Class:**

- Group - Ch 2 & 3 quizzes

**Assignment for Next Week:**

- Read Ch 4 & 5
- Complete Ch 4 question

Feb. 8      **Class Topic:** Ch 4 & 5 (Listening / Nonverbal Communication)

**Due:** Ch 4 question

**Begin TEXT PART FOUR – Public Communication**

**Work In Class:**

- Group work – Ch 4 quiz, Ch 5 question / quiz
- Informative Speech topic ideas – 3 most important communication skills needed in your current / future profession

**Assignment for Next Week:**

- Read Ch 10 & 11
- Ch 10 question / quiz

Feb. 15      **Class Topic:** Ch 10 & 11 (Choosing and Developing a Topic / Organizing and Support)

**Due:**

- Ch 10 question / quiz
- Informative Speech Topic

**Work in Class:**

- Group - Ch 11 question / quiz

**Assignment for Next Week:**

- Read Ch 13
- Informative speech outline - Draft

Feb. 22      **Class Topic:** Ch 13 (Informative Speaking)

**Due:** Informative speech outline - Draft

**Work In Class:** Group - Ch 13 question / quiz

**Assignment:**

- Final Presentation Informative Speech Outline (Due 3/1)
- Read Ch 12 & 14
- Ch 12 & 14 questions (due 3/8)

**Mar. 1** **NO CLASS** – Assignment due (Final Speech Outline) is to be submitted via email by 6:00pm tonight.

**Due:** Final Presentation Informative Speech Outline

**Work In Class:** N/A

**Assignment:**

- Continue reading Ch 12 & 14
- Ch 12 & 14 questions

### **Text PART TWO – Interpersonal Communication**

**Mar. 8** **Class Topic:** Ch 12 & 14 (Presenting your Message / Persuasive Speaking)

**Due:** Ch 12 & 14 questions

**Work In Class:** Group - Ch 12 & 14 quizzes

**Assignment for next Week:**

- Read Ch 6
- Ch 6 question
- Informative Speech Presentations - Group 1

**Mar. 15** **Class Topic:** Ch 6 (Understanding Interpersonal Relationships)

**Due:**

- Ch 6 question
- Informative Speech Presentations - Group 1

**Work In Class:** Group - Ch 6 quiz

**Assignment for Next Week:**

- Read Ch 7
- Ch 7 question
- Informative Speech Presentations continue - Group 2

### **Text PART THREE – Communication in Groups**

**Mar. 22** **Class Topic:** Ch 7 (Improving Personal Relationships)

**Work In Class:** Group - Ch 7 quiz

**Due:**

- Ch 7 question
- Informative Speech Presentations continue - Group 2

**Assignment for Next Week:**

- Read Ch 8
- Ch 8 question / quiz
- Informative Speech Presentations continue - Group 3

**Mar. 29** **Class Topic:** Ch 8 (The Nature of Groups)

**Due:**

- Informative Speech Presentations continue - Group 3
- Ch 8 question / quiz

**Work In Class:** See Film (work in class on paper time permitting)

**Assignment for April 12:**

- Film paper
- Read Ch 9
- Informative Speech Presentations continue - Group 4

Apr. 5            Spring Break

Apr. 12          **Class Topic:** Ch 9 (Solving Problems in Groups)

**Due:**

- Informative Speech Presentations continue - Group 4
- Film paper (Group 4 has option of submitting this next week)

**Work In Class:** Group - Ch 9 question / quiz

**Assignment:**

- Informative Speech Presentations continue – Group 5

Apr. 19          **Class Topic:** Solving Problems in Groups continued and course review

**Due:**

- Informative Speech Presentations continue - Group 5
- Film paper group 4 (if not previously submitted)

**Work In Class:** Final Paper

**Assignment:**

- Informative Speech Presentations continue – Group 6
- Read Social Media and Networking Materials (To be provided)

Apr. 26          **Class Topic:** Social Media / Networking and Communications

**Due:** Informative Speech Presentations continue - Group 6

**Work In Class:**

**Assignment:** Final Paper

May 3            **Class Topic:** Wrap-up

**Due:** Final Paper